



TC-TAX PROCESSOR I

Characteristics of Work

This work involves responsibility for reviewing and processing of tax returns and vehicle titles to verify and/or correct coding; to determine whether correct tax rates, deductions, and diversions to cities for sales tax are reflected; and to verify mathematical computations. Duties include preparing journal entries, adjusting problem returns, checking various printouts and correcting errors. Incumbents also assist taxpayers with tax matters and perform various related tasks. Limited independence of judgment is exercised, with advice and assistance on matters of a critical or questionable nature received from the immediate supervisor.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Reviews, verifies, and makes adjustments on tax returns, vehicle titles, and registration forms.

Traces refund checks which taxpayers claim have not been received and forwards to a more senior processor for analysis.

Mails assessments with appropriate documentation for additional tax that is due and notices of credits that have been applied.

Identifies and codes loose checks and certified mail cards with checks.

Accounts for cash and protects cash tax receipts through daily reconciliation of deposits with receipts, and monthly reconciliation of bank statement with records.

Provides service to taxpayers through instruction concerning filing responsibilities, properly registering for tax, answering questions, completing tax forms and accepting cash remittance for tax.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Reviews tax, title, and registration documents and corrects errors during processing cycle.
2. Accepts and processes payments received.
3. Assists taxpayers with tax matters and performs various related tasks.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Three (3) years of experience in work related to the above described duties.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.